



## JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD  
HUMAN RESOURCES OFFICE/J1  
PO BOX 8111  
MADISON, WI 53708-8111  
JOB OPPORTUNITY  
Number 10-181



### WISCONSIN ARMY/AIR NATIONAL GUARD

**\*APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE\***

<b>OPENING DATE:</b> 12 May 2010	<b>CLOSING DATE:</b> 26 May 2010
<b>POSITION:</b> Visual Information Specialist, Position Description Control Number 90014000, GS-1084-11/9	<b>LOCATION:</b> JFHQ/J6 DCSIM, Madison, WI
<b>SALARY RANGE:</b> GS-11, \$57,408 to \$74,628 annually GS-9, \$47,448 to \$61,678 annually	<b>TYPE OF APPOINTMENT:</b> Excepted - Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>  
**RELOCATION EXPENSES WILL NOT BE PAID.**

#### \*\*\* ELIGIBILITY/NOTES \*\*\*

**MILITARY MEMBERSHIP REQUIREMENTS:** This position is open to a Commissioned Officer, Warrant Officer or an enlisted person or person eligible for commission/appointment/enlistment in the Wisconsin Army or Air National Guard. Veteran's preference does not apply to positions in this agency. **Military Grade:** The maximum grade available is for Officers is O-3, for Warrant Officers is WO4, and for enlisted is E-9. Minimum grade available for Officers is O-1; Warrant Officers is WO1; and for enlisted is E-5. Upon appointment, selectee must be eligible (AFMAN 36-2105/AFMAN 36-2108) to be assigned to the following compatible MOS/AFSC's: For Army Officers is Branch 25 or AOC 46 or F53; for Warrant Officers is WMOS 250N or 251A; and for enlisted is MOS 25B, 25M, 25R, 25V or 25Y. Compatibility for Air is AFSC 33XX, 3A0XX, 3C0XX or 3V0XX. Selectee must be able to obtain a Secret clearance.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

#### \*\*\* REQUIRED QUALIFICATIONS \*\*\*

**Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that support the KSA. \*Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience:** Experience in administrative, professional, technical, or other work that was concerned with the visual communication of information. **Specialized Experience:** **GS-11:** Must have Thirty-six (36) months; **GS-9:** Twenty-four (24) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Knowledge of the characteristics of the various means of communicating information visually.
- b. Knowledge of financial and business practices.
- c. Ability to manage training at varied locations.
- d. Skill in personnel management.
- e. Skill of internet technologies and web based development.
- f. Familiarity with synchronous collaboration technologies and the ability to provide technical support to collaboration event hosts.

**POST ALL JOB OPPORTUNITIES TO THE UNIT BULLETIN BOARD**

**Substitution of Education for Specialized Experience:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. Courses must be directly related to the work of the position. Copies of transcripts must accompany applications to receive credit.

**Evaluation Method:** All applicants will be initially screened against the general qualifications as indicated above and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

**Brief Description of Duties and Responsibilities:** Plans and administers the state's VI program. Oversees development of the immediate and long-term plans. Develops policies, directives, and standard operating procedures (SOP). Manages the state's VI architecture, ensuring all changes are properly documented. Maintains close liaison with Department of Army, Department of Air Force, National Guard Bureau (NGB), federal and state agencies, business leaders, joint staff and operational personnel to ensure efficient VI operations. Forecasts and executes the state's VI budget, to include procurement of equipment and supplies.

**\*\*\* HOW TO APPLY \*\*\***

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

**(Incomplete applications will not be accepted)**

- Announcement number and title of the position for which you are applying.
  - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
  - Your military grade, unit of assignment, and AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detail duty description.
  - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
  - **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all of pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. AFSC, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
  - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
  - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). **To insure credit for education** you must include a copy of your transcript(s).
  - Applicants should include a DMA Form 181 or Standard Form 181.
  - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- \* Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail [fedhrfeedback@wi.ngb.army.mil](mailto:fedhrfeedback@wi.ngb.army.mil) an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HR no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

**Federal Civil Service Benefits Available:** Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

**POST ALL JOB OPPORTUNITIES TO THE UNIT BULLETIN BOARD**